

Why does the State need Managed Travel?



CURRENT PROCESSES

- BOOKING A FLIGHT
State employee visits numerous online airfare websites to find the best possible rate for airline ticket.
- RESERVING A HOTEL ROOM
Employee uses the MINE website to determine if local hotel offers per diem; calls hotel if out of state and find out if offer GSA rates
- RENTING A VEHICLE
Employee calls either vehicle rental contracts available to them; must get corporate ID number from SPB before booking
- ARRANGING TRANSPORTATION
Employee arranges his/her own transportation
- ORGANIZING A CONFERENCE
Employee arranges and organizes his/her own conference with no supportive services available

NEW PROCESSES

- BOOKING A FLIGHT
Employee visits Corporate Travel Management (CTM) website to view potential flights, with access to discounted airline agreements;
Employee calls the Travel Café' dedicated phone line and a travel advocate will assist in booking his/her flight
- RESERVING A HOTEL ROOM
Employee visits CTM website to view pre-discounted hotel room rates at or below GSA rates;
Employee calls the Travel Café dedicated phone line and a travel advocate assists in reserving a room at or below GSA rates
- RENTING A VEHICLE
Employee visits CTM website to view Term Contract car rental;
Employee calls the Travel Café dedicated phone line and a travel advocate assists in reserving a vehicle at discounted rates
- ARRANGING TRANSPORTATION
Employee calls the Travel Café dedicated phone line and a travel advocate assists in arranging for pick-up at the airport/hotel
- ORGANIZING A CONFERENCE
Employee calls the Travel Café dedicated phone line and a travel advocate assists by providing employee with information and supportive services in organizing the conference

Benefits to the State!

- State Travel Policy compliance check
- Reporting capabilities on agency travel
- Ability to utilize unused airline tickets
- Lower exchange fees
- Access to discounted airfare (the more you use, the more we save!)
- Direct access to State Term Contracts for vehicle rentals
- Quick booking for hotels at or below per diem
- Third party management of travel and conference bookings to free up employee time



STATE PROCUREMENT BUREAU
Room 165 Mitchell Building
125 North Roberts Street
PO Box 200135
Helena, MT 59620-0135
Phone: (406) 444-2575
Fax: (406) 444-2529
gsd.mt.gov